



**JFHQ, HUMAN RESOURCE OFFICE  
MARYLAND NATIONAL GUARD  
FIFTH REGIMENT ARMORY  
BALTIMORE, MARYLAND 21201-2288**  
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<b>VACANCY ANNOUNCEMENT NUMBER</b>	<b>#06-016</b>
<b>POSITION:</b>	<b>TRAINING TECHNICIAN, GS-1702-07, PD#: 70231 Seq #: 284867</b> <b>SALARY: \$35,452 to \$46,088</b> (Steps 1-10) per annum and full range of benefits. Relocation expenses will not be paid.
<b>DUTY LOCATION:</b>	<b>Joint Force Headquarters (DPOT)</b> <b>Camp Fretterd Military Reservation</b> <b>Reisterstown, Maryland 21136</b>
<b>OPEN PERIOD:</b>	<b>OPENING DATE: 27 October 2005</b> <b>CLOSING DATE: 29 November 2005</b>  The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated.
<b>WHO MAY APPLY:</b>	This is a Maryland Army National Guard Excepted Service (Dual-Status) Technician position open to current Enlisted members of the Maryland Army National Guard and those eligible for membership.
<b>DUTIES:</b>	Provides technician assistance to a higher graded training technician in the preparation and review of training directives, operation orders, mobilization plans, SOPS and readiness reporting. Reviews incoming correspondence, regulations and publication. Prepares draft correspondence for review and approval by supervisor. Procures, designs, reproduces and distributes to using units a variety of training aids, map overlays and transparencies necessary for the efficient operation and training of subordinate command/units. Manages the schools program of the command. Coordinates the Skill Qualification Training (SQT) program for the command. Manages the Troupers database. Manage the RFMSS database. Provide back-up duties on the AFCOS system. Develop and maintain suspense tracking system of all training, readiness, and operational correspondence required to be forwarded from the Major Supporting Commands to the DPOT. Serves as primary point of contact for the command on Unit Status Reporting. Responsible for the forecasting, allocation and usage of training ammunition for the command. Make periodic and scheduled visits to subordinate headquarters and units evaluating their training and readiness programs. Provides administrative office support. Performs other duties as assigned.
<b>QUALIFICATIONS REQUIRED:</b>	<b><u>General Experience (GS-07):</u></b> Progressively responsible clerical experience or other work which demonstrated the ability to acquire and to apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position.  <b><u>Specialized Experience (GS-07):</u></b> Must possess 12 months of the following type of experience: Experience in developing lesson plans and assuring that these plans are followed; experience which demonstrated an applicant's ability to obtain training materials and set up equipment; experience which demonstrated an applicant's ability to gather data and to prepare and submit reports; and experience which demonstrated an applicant's ability to follow agency directives in monitoring and controlling a testing environment.  <b><u>Military Compatibility:</u></b> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties: Enlisted MOS 42L, 92A, 92Y assigned to any Maryland Army National Guard unit in the state.
<b>BASIS FOR RATING:</b>	<b><u>Substitution Of Education for Specialized Experience:</u></b> High school graduate or the equivalent may be substituted for three (3) months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours, or the equivalent) for the 12 months of the required experience.  APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.
<b>KSA's (Knowledge, Skill, &amp; Ability)</b>	Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience. (a) Ability to develop, administer and evaluate education/training programs; (b) Ability to secure facilities and coordinate training;

# TECHNICIAN VACANCY ANNOUNCEMENT #06-016

	<p>(c) Ability to gather data and compile plans and reports;</p> <p>(d) Ability to coordinate testing programs; and</p> <p>(e) Skill in utilizing Microsoft office.</p>
<b>HOW TO APPLY:</b>	<p>Persons meeting the requirements or qualifications for this position must submit a complete application to the address listed in the header section of this announcement.</p> <p><b>Complete, assemble, sign and send the following:</b></p> <ol style="list-style-type: none"> <li>(1) An OF 612, SF 171 or a Resume with the information requested on (HRO RESUME GUIDANCE for applying for Federal positions). MDNG HRO Pamphlet 1-335 (<i>Applying for Maryland National Guard Technician Employment</i>) and OF-510 (<i>Applying for Federal Employment</i>) can be reviewed for further reference.</li> <li>(2) Applicable Documentation requested in the Announcement.</li> <li>(3) A separate resume or application is required for each vacancy announcement. Resumes or applications, which do not provide all the information requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary attach additional pages, include your Name, Social Security Number, Rank, MOS/ AFSC and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words.) Experience will be evaluated based upon relevance to the position for which the application is made. Description of experience should include job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her.</li> <li>(4) Federal Technicians (current and prior) need to supply highest previous grade and step.</li> <li>(5) <b>You are allowed</b> to email applications or resumes.</li> <li>(6) Fax resumes and applications will not be accepted.</li> <li>(7) APPLICATIONS/ RESUMES THAT HAVE BEEN MAILED IN A U.S. GOVERNMENT ENVELOPE WILL NOT BE ACCEPTED.</li> </ol> <p>In addition, applicants are requested to submit "Background Survey Questionnaire." The Background Survey Questionnaire will not be used in the selection process. The information will be used for statistical purposes only, and disclosure by the applicant is discretionary.</p> <p><b><u>CONDITION OF EMPLOYMENT:</u></b></p> <p>As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one-year trial period. This trial period is used to monitor the employee's job performance, personal conduct, and determine if they possess the qualities necessary for continued government service.</p> <p><b><u>WAGE GRADE Employees:</u></b> Selectee(s) will be required to satisfactorily complete a Physical Examination prior to being assigned to this position. Upon notification of Selection, Selection package will be forwarded. Point of Contacts to schedule a Physical Examination for: <b>ARMY</b> is 1LT Sahid-Hicks (410) 436-6279; <b>AIR</b> MSgt Bloodworth (410) 918-6289.</p>
<b>INFORMATION FOR CURRENT OR FORMER MILITARY PERSONNEL:</b>	<p><b><u>MILITARY SERVICE (IF APPLICABLE):</u></b> Resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military duties performed and (f) current unit of assignment.</p> <p><b><u>CREDITING EXPERIENCE:</u></b> National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.</p>
<p><b>The Maryland National Guard is an Equal Opportunity employer.</b> Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements.</p> <p><b>Provisions of Tech Pers Reg 335-2 (Merit Placement Plan) dated 1 Dec 96 apply.</b></p>	